R E P O R T R E S U M E S

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A SCHOOL AND HEALTH RECORD TRANSFER SYSTEM FOR MIGRATORY CHILDREN OF MIGRATORY AGRICULTURAL WORKERS (CALIFORNIA).

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO

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THE CALIFORNIA STATE DEPARTMENT OF EDUCATION HAS ADOPTED A UNIFORM TRANSFER SYSTEM FOR CHILDREN OF MIGRATORY AGRICULTURAL WORKERS. EACH SCHOOL DISTRICT ENROLLING MIGRANT CHILDREN MUST COMPLETE A STANDARDIZED FORM FOR EACH MIGRANT CHILD AND FORWARD IT WITH THE PUPIL WHEN HE WITHDRAWS FROM SCHOOL. A COPY ALSO MUST BE FORWARDED TO THE STATE DEPARTMENT OF EDUCATION. THIS INSTRUCTIONAL GUIDE PROVIDES THE SPECIFIC INSTRUCTIONS FOR IMPLEMENTING THE TRANSFER SYSTEM AND COMPLETING THE STANDARDIZED FORM. A COPY OF THE FORM IS ATTACHED. (ES)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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STATE OF CALIFORNIA
DEPARTMENT OF EDUCATION
OFFICE OF COMPENSATORY EDUCATION
BUREAU OF COMMUNITY SERVICES

INSTRUCTIONS FOR COMPLETING A SCHOOL AND HEALTH RECORD TRANSFER SYSTEM FOR MIGRATORY CHILDREN OF MIGRATORY AGRICULTURAL WORKERS

(Revised 1967)

GENERAL INSTRUCTIONS

Each district receiving a child of a migratory agricultural worker shall complete a form on each child at the time the child enrolls, or as soon thereafter as possible. The form then should be kept up-to-date during the child's enrollment in school and final information included at the time the child withdraws from school.

It is imperative that the child or his parent be given the original of the form whenever possible and that the yellow copy be IMMEDIATELY forwarded to the Central Depository at the address below:

California State Department of Education
Office of Compensatory Education
Bureau of Community Services
721 Capitol Mall
Sacramento, California 95814

The pink copy is for the school files.

For the purpose of identifying children to be classified as migratory children of migratory agricultural workers the following definition should be used:

A migratory child of a migratory agricultural worker is defined as:

1. A child whose parent, guardian, or other person having custody is defined as a migratory agricultural worker; and

2. Who, due to a change in the location of his parents' or guardian's employment, moves from one school district to another in the course of each year; and

3. Whose school attendance during the regular school term is interrupted or curtailed because of this change of residence, or who is a temporary resident of a district other than that in which he regularly attends school.

A migratory agricultural worker is an adult worker who is employed in seasonal agricultural or related food processing occupations, and who is required by the nature and varied locations of his employment to move from place to place for the purpose of engaging in his occupation.

It should be noted that it may not be clear which parents are migratory agricultural workers at the time they move into a district. It is important, therefore, that the INTENT of the worker be determined through personal contact. If an agricultural worker engaged in seasonal work INTENDS to move to another

district within the year for the purpose of following his employment, he may be assumed to be migratory.

SPECIFIC INSTRUCTIONS

Please complete form on typewriter if possible, or PRINT with ballpoint pen. Please pay particular attention to legibility.

Item 1.

District: Enter the name of the school district in which the child is now enrolled.

School: Enter the name of the school in which the child is enrolled.

Date Enrolled: Enter the date the child enrolled in this school. Use numbers for month, day, and year, such as 9/21/67.

Item 2.

Name: Enter the LEGAL name of the student. Be sure to enter LAST NAME FIRST.

Sex: Circle the M. or F. to indicate male or female.

Birthdate: Enter the childs birthdate. Use numbers for month, day and year, such as 11/1/60.

Age: Enter the child's age in years and months. Use numbers as 7-0.

Verified?: Please indicate with yes or no whether or not the child's birthdate has been verified by the school.

Item 3.

Current Address: Enter the current address of the child.

Item 4.

Normal Grade for Age: Enter the grade placement of an AVERAGE child of this child's chronological age in your school.

Achievement Level: Reading Arithmetic : Enter here the school grade level as K, 1, 2, in Reading and Arithmetic. (Do not use report card grades such as "C" or Satisfactory). The achievement level should be reported to the best of the teacher's judgement, and should be reported for any child who has been present at least three consecutive days. Report the child's INSTRUCTIONAL LEVEL, not his frustration level.

Item 5. Please complete line 5 when the child withdraws from school.

Days Present: Enter the number of days the child was present.

Days Absent: Enter the number of days the child was absent from school regardless of reason.

Date Withdrew: Enter the date on which the child withdrew from school. Ordinarily, this should be the LAST DAY OF ATTENDANCE. Make the entry in numbers for month, day and year, as 12/2/67.

Days Membership: Enter the number of days the child was enrolled in school. The number of days enrolled should include both the day of enrollment and

the day of withdrawal. Count only days school was in session.

In case the child remains in your school but loses migrant eligibility because of change of parent's occupation, or failure to migrate during the course of one year, the date on which migrant eligibility expires should be used in computing days of membership as a migrant. The words "Migrancy Expired" should be written over the space "Date Withdrew", and the form forwarded to the Central Depository.

Item 6.

Identification Number: An identification number will be assigned to each migrant child for positive identification.

IDENTIFICATION NUMBERS WILL BE ASSIGNED ONLY BY THE HOME-BASE SCHOOL OF EACH CHILD. If the child is home-based in your district the identification numbers should be assigned by you. If home-based in another district, the number will be assigned by the home-base school and communicated to you through the Central Depository on request.

For home-base schools, the instructions for assigning identification numbers follows.

Home-Base State: The States are numbered according to order of admission to the Union. ENTER THE NUMBER FOR CALIFORNIA WHICH IS 31. (For your information, other cooperating States have the following numbers: Arizona - 48, Colorado - 38, New Mexico - 47, Oregon - 33, Texas - 28, Washington - 42).

County: Each county is numbered in alphabetical order. ENTER THE NUMBER OF THE COUNTY IN WHICH YOUR DISTRICT IS LOCATED.

District: Each school district is designated by a three digit number. ENTER THE NUMBER FOR YOUR DISTRICT.

Registration Number: Please assign this number in the following manner: The number will consist of six digits. The first two digits are to consist of the last two digits of the calendar year in which the number is assigned, such as 67 or 68. The last four digits are to be assigned in order of registration of the child in that calendar year. The first number in the series is 0000 and the highest possible number is 9999. See example below for Item 6.

31	04	110	670021
Home-base State	County	District	Registration Number

Item 7.

Home-Base Address: Enter the complete address which the child's family considers its home. If the parents have a legal address this should be the home-base address. If the family does not have a home base, the address at which the family resided for the greatest period of time during the last twelve months should be used.

Item 8.

Home-Base School: Enter the name and address of the school which the child attended while living at his home-base address. If the child did not attend any school at his home-base address, list the last school attended before this enrollment, and specify as "LAST SCHOOL".

Item 9.
Number of Times Pupil's School Enrollment has been Changed in Past 12 Months: Enter the number of schools the child has attended during the last 12 months. Include present school.

Item 10.
Occupation of Parents, Guardians, or Head of Household During Past 12 Months: Enter, in the spaces provided, the names of both parents, the specific type of work each has done, and the location of their employment. The employment recorded should be that which will qualify one or both parents as a migratory agricultural worker in accordance with the definition given in the general instructions above.

Item 11.
Health: Enter in the appropriate spaces the dates of any examinations and/or immunizations given this child while enrolled in your school. Also please indicate any specific health needs discovered or observed and any remediation undertaken during the child's period of enrollment in your school.

Item 12.
Special Interests, Abilities, Needs: Please enter in the space provided any observations which will help the next school provide a more realistic educational program for this child. Such things as level of spoken English, degree of comprehension, special educational or personal needs, and special interests and abilities which have been recognized.

Item 13.
Textbook: Please indicate for each of the subject areas listed the title of the basic textbook used, the page on which the child was working at the time of withdrawal, and the copywrite date and publisher of the text. Please abreviate as necessary.

For secondary school students, please indicate the specific course title in each subject area, such as Alg. I, Eng. II, U.S. Hist., Chem. I, immediately after the subject heading.

Item 14.
Names of Special Tests Administered: Please enter here the name and form of any tests administered to this child during this enrollment period. Do not enter test results on this form, however test results should be reported separately to the Central Depository.

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721 CAPITOL MALL
SACRAMENTO, CALIFORNIA 95814

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(Revised, 1967)

1. District_____ School_____ Date enrolled ___/___/___

2. Name_____ (M F) Birthdate___/___/___ Age_____ Verified?_____
(Last) (First) Sex (Yes/No)

3. Current address_____
(Street — Camp — Farm — R.F.D. No.)

4. Normal grade for age_____ Achievement level: Reading_____ Arithmetic_____
(Note: Indicate school grade level.)

5. Days present:_____ Days absent:_____ Date withdrew:___/___/___ Days membership:_____
(Enrolled)

6. Identification No._____ _____ _____ _____
Home-base state County District Registration No.

7. Home-base address_____
Number Street Town County State

8. Home-base school_____
Name Address Town State

9. Number of times pupil's school enrollment has been changed in past 12 months_____

10. Occupation of parents, guardians, or head of household during past 12 months:

Father_____
(Name) (Type of work) (Town, County, State)

Mother_____
(Name) (Type of work) (Town, County, State)

11. HEALTH	Date of examination or immunization	Comment on need and remediation
Examination		
Physical		
Dental		
Vision		
Hearing		
Tuberculosis		
Skin test		
Chest X-ray		
Immunization		
Diphtheria		
Pertussis		
Measles		
Tetanus toxin		
Polio vaccine		
Smallpox vaccine		

12. SPECIAL INTERESTS, ABILITIES, NEEDS

13. TEXTBOOK	Title	Place page	©Date	Publisher
Reading				
Arithmetic				
English				
Social science				
Science				
Spelling				
Other				

14. NAMES OF SPECIAL TESTS ADMINISTERED	Form

Directions to enrolling school: Keep record up-to-date from time pupil is enrolled. Give Copy 1 (white) to pupil when he withdraws from school; mail Copy 2 (yellow) to designated central agency; keep Copy 3 (pink) in school file.

9/67

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